

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2010-003	Date: March 12, 2010	Ref:
Subject:	TRANSLATOR/PROTOCOL ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
GRADE: FSN-6 (Developmental grade) XAF 6,809,236 p.a.
FSN-7 (Developmental grade) XAF 8,072,604 p.a.
FULL GRADE: FSN-8/FP-6
OPENING DATE: March 12, 2010
CLOSING DATE: March 25, 2010
WORK HOURS: Full-time; 40 hours/week
SALARY: 11,363,500 XAF p.a.
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE:

- This position will be filled at the FSN-6 level with promotion to the intermediate grade of FSN-7 and eventual promotion to the target grade of FSN-8. A year must be spent at each grade and the supervisor must recommend promotion.
- ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
- APPLICANTS WHO HAVE APPLIED PREVIOUSLY DO NOT NEED TO RE-APPLY, THEY WILL BE CONSIDERED

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **TRANSLATOR/PROTOCOL ASSISTANT**.

BASIC FUNCTION OF POSITION

Under the supervision and guidance of the Ambassador's Office Manager, incumbent serves as a Translator and Protocol Assistant. The translator function of this position includes translating documents (both from English to Spanish and Spanish to English), drafting diplomatic notes, documents and other correspondence. The protocol functions include, but are not limited to, creating guest lists, creating lists of hierarchical order of precedence for both governmental and diplomatic positions, arranging and tracking attendees for official events, and preparing other documentation associated with the attendance and conduct of diplomatic functions.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** University degree in Liberal Arts or Business is required.
2. **Experience:** Minimum 2 years working experience in an international organization or a large local institution is required.
3. **Language Proficiency:** Level III (Fluent) English and Spanish is required. Extensive grammar and vocabulary skills for both English and Spanish.

4. **Job knowledge:** A good demonstrated understanding of Guineo-Equatorial cultural and/or diplomatic practices.
5. **Skills and Abilities:** Interpretive abilities that will guarantee translated documents capture the meaning and intent of the real document. Highly developed writing skills. Must be proficient in MS Office software applications.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**OF-612**); available at the Embassy Gate and Internet Web site at (<http://www.opm.gov/forms/html/appn.htm>) completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed.
 3. Indicate position title and vacancy announcement number on the top right corner of the envelope.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line at the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

The Human Resources Office

Embassy of the United States of America,
KM-3 Carretera de Aeropuerto (El Paraíso),
Malabo - Equatorial Guinea

Contact Telephone: (+240) 098 895

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

CLOSING DATE FOR THIS POSITION MARCH 25, 2010
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AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Drafted: AEA

Cleared: PK

Approval: FMC